



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH**

MEETING MINUTES

October 19th, 2016

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IN ATTENDANCE

Benton	<input checked="" type="checkbox"/>	Commissioner Beaver	<input checked="" type="checkbox"/>	Jason Zaccaria, District Administrator & BOH Executive Secretary
	<input checked="" type="checkbox"/>	Commissioner Delvin	<input checked="" type="checkbox"/>	Dr. Amy Person, BFHD Health Officer
	<input checked="" type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Lisa Wight, BFHD Sr. Human Resources Manager
Franklin	<input checked="" type="checkbox"/>	Commissioner Koch	<input checked="" type="checkbox"/>	Jeff Jones, BFHD Sr. Finance Manager
	<input checked="" type="checkbox"/>	Commissioner Miller	<input checked="" type="checkbox"/>	Cody Lewis, BFHD Information Systems Manager
	<input checked="" type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Marie Hutson, Nurse-Family Partnership Supervisor
			<input checked="" type="checkbox"/>	Richard Edwards, Emergency Preparedness Supervisor
			<input checked="" type="checkbox"/>	Rick Dawson, Land Use, Sewage, Water Supervisor
			<input checked="" type="checkbox"/>	Jessica Davis, Local 17 PTE Union Representative
			<input checked="" type="checkbox"/>	Lynette Marshall, Student

CALL TO ORDER

Chairman Koch called the meeting to order at 1:30p.m.

APPROVAL OF MINUTES

Commissioner Beaver moved to approve the August 17th, 2016 meeting minutes.
Commissioner Peck seconded. The motion carried unanimously.

DISCUSSION ITEMS FROM THE PUBLIC/STAFF

N/A

UNFINISHED BUSINESS

1. Bylaws Subcommittee Update – Bob Koch

- a. Commissioner Koch introduced the draft bylaws included in the packet, stating that the draft bylaws have been reviewed and approved by the Health District's attorney, Chris Mertens.
- b. J. Zaccaria provided highlights of the proposed updates from the last meeting. The first update was addressed on page 3, section 4.7 where language was clarified to state that the Board of Health will elect Board of Health officers.
- c. The second suggested update provided on page 5, section 5.5, was updated with the assistance of C. Mertens language and came directly from Roberts Rules of Order.
- d. The third suggested update provided on page, 8 section 10.9, the language was updated to clarify a quorum and what business can be conducted based on members present. Commissioner Small clarified to ensure that going forward the BOH would be able to



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conduct business not related to the budget or FTEs, for example, three commissioners from one county and one commissioner from the other county. J. Zaccaria stated this was correct.

- e. Commissioner Peck questioned the second update where in the event of a tie, in a matter where the Chair votes, the motion will be lost unless the vote is by ballot. The bylaws do not state what happens when it is by ballot, questioning whether or not it remains a tie. Additionally, as there are two jurisdictions and for certain important process voting you have to have a quorum from both counties, to ever exclude the chair from voting works against what is becoming accomplished for a quorum. Commissioner Peck recommended simply saying that the Chair is an equal voting member and remove the rest of the language.
- f. J. Zaccaria will bring the bylaws back for a vote at the next meeting with the suggested changes. During this time proper notice will also be sent out to the public.

NEW BUSINESS:

1. Medical & Environmental Health Updates – Dr. Person

- a. BFHD is moving full swing into a fall flu vaccination push. Influenza activity in the state has been low, but there have already been two deaths so reminders are being sent out to providers and the public that this is a serious illness. This year BFHD will not be doing mass immunization clinics as they have not been well-attended in recent years with availability of vaccines at pharmacies. Staff have been working on more targeted high risk populations like long term care facilities, nursing homes and child care providers. Advisories have also been sent out to providers regarding changes in vaccination, predominately that the nasal spray is not recommended this year due to its lack of efficacy. Dr. Person recommended that all the board members get vaccinated not only to protect themselves but also their families.
- b. BFHD is working with the Department of Health (DOH) and local providers on enhanced surveillance for coccidioidomycosis. It was confirmed awhile back that this area does have the fungi that can cause coccidioidomycosis in the soil and it has been confirmed in Benton, Franklin, Walla Walla and Yakima counties. These cases that have been diagnosed all have tended to be a more severe disease. This suggests that the infection is being under diagnosed since the general clinical pattern for this particular illness should be that the majority of patients will have a mild disease. Staff are working with providers to do enhanced surveillance and DOH will conduct the blood testing for coccidioidomycosis to get a better idea of the true epidemiology in our area.
- c. As the weather gets colder Dr. Person anticipates that West Nile Virus activity will continue to decrease.
- d. The last two samples taken from the Scooteney Reservoir have been below the danger level for toxic algae, so no further samples will be taken for the remainder of the season. With the colder weather, it is also anticipated that there will not be swimmers in the reservoir either.



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2. Nurse-Family Partnership (NFP) – Marie Hutson

- a. M. Hutson provided a presentation on the Nurse-Family Partnership and how the evidenced based program introduces vulnerable, first time parents to maternal and child health nurses. The program allows staff to deliver the support first time moms need to have a healthy pregnancy, become knowledgeable and responsible parents and provide their babies with the best possible start in life.
- b. Franklin County started in 2013 with a grant from Maternal Infant Early Childhood Home Visiting and program implementation support through Thrive Washington. The contract for the Franklin county program will be transitioning to the Washington State Department of Early Learning in June 2017.
- c. With four full-time nurses, NFP is currently carrying 84 clients, with 57 babies and 35 graduates. Age range of moms is 14 to 43 with the majority of them being between ages of 20 to 24. Most identify themselves as hispanic while the rest identify as white, native american or black.
- d. Three goals of the program are to improve pregnancy outcomes, improve child health and development and the third is economic self-sufficiency. Under the goal of improved pregnancy outcomes, 94% of babies in the program are born at term, 94% are born at a healthy weight and 100% initiated breastfeeding. Under the improve child health and development goal, most children are at their age level for development and 100% of graduating children have immunizations up to date. Regarding the improved economic self sufficiency goal, 50% of the moms have completed their high school degree at the time of enrollment, nurses' work hard to get the remaining 50% their high school diploma or GED. At intake 30% of moms had a job; 24 months later in the program 62% had a job.
- e. Under the Benton County program, there have been two staff members hired. Rachel Guettner was hired as one of the public health nurses (PHN) and Sandra Cooper was hired for the clerical position. BFHD is still actively looking to hire for the second PHN position. Rachel will begin enrolling clients November 21st, after she has completed her unit 2 training.

3. Emergency Preparedness and Response – Rick Edwards

- a. R. Edwards provided a presentation on the Region 8 Public Health Emergency Preparedness and Response program. Under the Healthcare Coalition, one duty is to help organizations with their emergency preparedness plans and exercises. An example of this is the Cascadia Rising Exercise.
- b. What started as planning in Seattle and Tacoma/Pierce counties morphed into more than 50 countries participating in this and ultimately became a countrywide exercise. Region 8 created two exercises to test plans, developing a communication gathering plan and then completing a tabletop exercise, this was done with 65 participants that represented 38 agencies. Objectives from the exercise included testing of plans, patient surge, requests for critical resources and so forth.
- c. The scenario calls for a 700 mile rupture of the Cascadia Subduction Zone. This event would happen in as little as 5 minutes. Everything that was to the left of the I-5 highway would be decimated. For the purposes of the Region 8 tabletop, they looked at



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specifically the damages that would happen in Eastern Washington including up to 5.0 magnitude shaking, damages to building, utilities, communications and transportation infrastructure. The National Guard plans to use Eastern Washington as a staging area for logistics and personnel traveling to the west. The Mid-Columbia will be used for sheltering and medical care for patients transferred from the west side of the state. This raises questions on how area medical facilities will be able to respond, including medical supplies and resources, staffing and communications between agencies, storage for food and care for pets.

- d. After the exercise evaluations and feedback were collected to identify strengths and areas for improvement. Some of the strengths included organizations within Region 8 having very robust healthcare partnerships with well developed emergency plans. The addition of the Washington Air National Guard should continue to build a strong partnership. Under areas of improvement it was identified that there needs to be more planning for degraded or broken communication systems. Additionally, a process needs to be developed for managing volunteers and donations, as well as developing alternate distributors for resupply.
- e. Here at BFHD, staff will be reviewing and updating emergency plans, performing a gap analysis of plans and training, provide education and training to all-staff and increase a network of response partners.

ANNOUNCEMENTS

1. BFHD Budget Planning Update – Jeff Jones

- a. J. Jones provided an update as to where BFHD is at in the budget planning process. Finance has received all department budget requests for 2017 and a preliminary review will be completed by Senior Management soon. The draft will be ready for the BOH Finance Committee meeting by the beginning of November after which the draft budget will be presented at the November BOH meeting.
- b. Commissioner Peck asked what the rough first cut of the draft budget looked like, J. Zaccaria responded stating that it will be balanced.

APPROVAL OF VOUCHERS

Commissioner Beaver moved to approve vouchers numbered 62-2016 through 78-2016, in the amount of \$1,905,341.08. Commissioner Small seconded the motion and the motion carried unanimously.

EXECUTIVE SESSION

Per RCW 42.30.140, an executive session was called at 2:19pm, for 10 minutes. At 2:29pm, the regular session was called back with no action taken.

DATE OF NEXT MEETING

Date of next meeting will be November 30th, 2016



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ADJOURNMENT

Chairman Koch adjourned the meeting at 2:30pm.

Signature on file

Commissioner Robert Koch

Chairman of the Board

Signature on file

Jason Zaccaria

Executive Secretary

